

FY2017

Public Art Community Projects Final Report Instructions

The purpose of the **Public Art Community Projects Program Final Report** is to:

Verify Expenditures - All state funds **MUST** be properly expended within the grant period in accordance with the program guidelines and approved project budget.

Document Successes and Challenges encountered while carrying out the awarded plan.

Report on Public Art Goals and Outcomes as outlined in the application.

Serve as a Resource for grantees to use in subsequent project design and partnership development.

IMPORTANT NOTE: “Positive” evaluation results are not better than “less-than-positive” evaluation results. How each grantee uses the evaluation results to improve performance is vital.

Grantees will receive access to the **FY2016 Public Art Community Projects Final Report** soon after receiving the award notice. The outline on the following pages is provided as a guide and documents the information that will be collected as part of the FY16 Public Art Community Projects Final Report. *NOTE: minor adjustments may be made prior to the final release of the final report.*

General Information

1. Confirm the COA grant program for which you are submitting a final report.
2. Grant Number (found on Page 1 of grant contract)
3. Grant Amount Received
4. Name of Grantee
5. Contact Information
 - Contact Person • Telephone • Mailing Address • Website (if available)
 - Title • Email • City, State, Zip

Project Information

6. Project Start and End Date
7. Audience Data / Individuals Benefiting: Count or estimate the number of individuals who were directly involved in the project as staff, non-artist participants or audience members. Provide best approximation of numbers to all that apply. Leave blank if numbers are unknown.
 - Number of individuals ages 65 years and over • Number of children and youth
 - Number of individuals ages 36-64 • Overall total of individuals benefiting
 - Number of individuals ages 18-35
8. Artists:
 - Identify Connecticut artist(s) engaged in significant project planning and implementation roles. Provide the name and address for each artist.
 - Enter the total number of artists directly involved in providing art or artistic services.
 - Enter the total number of artists who received financial compensation for their services.
 - Enter amount of COA award expended to compensate artist(s).
9. Local Economy:
 - Enter the total amount of financial compensation paid to Connecticut businesses for project services.
 - Enter amount of COA award expended to compensate the local economy
10. Describe your project by selecting applicable checkboxes provided in the final report. *(check all that apply)*

<input type="checkbox"/> Visual Arts	<input type="checkbox"/> Open to the general public	<input type="checkbox"/> Age-Specific
<input type="checkbox"/> Performing Arts	<input type="checkbox"/> Restricted to a particular population	<input type="checkbox"/> Inter-Generational
<input type="checkbox"/> Folk/Traditional Arts	<input type="checkbox"/> One Time Event	<input type="checkbox"/> Culturally Specific
<input type="checkbox"/> Literary Arts	<input type="checkbox"/> Educational (in the classroom)	<input type="checkbox"/> Multi-Cultural
<input type="checkbox"/> Multi-Disciplinary	<input type="checkbox"/> Educational (in the community)	<input type="checkbox"/> Indoor
<input type="checkbox"/> Social Practice Arts	<input type="checkbox"/> Heritage / Historical	<input type="checkbox"/> Outdoor
<input type="checkbox"/> Admission Fee	<input type="checkbox"/> Community Development	<input type="checkbox"/> Urban Location(s)
<input type="checkbox"/> Free Admission	<input type="checkbox"/> Business / Economic	<input type="checkbox"/> Rural Location(s)
<input type="checkbox"/> Donations Accepted	<input type="checkbox"/> Cross-Sector Collaborations	<input type="checkbox"/> Suburban Location(s)
11. Accessibility: Describe how you made your funded activities accessible to those with disabilities.
12. Categorize the community served by selecting applicable checkboxes. *(check all that apply)*

<input type="checkbox"/> General Public	<input type="checkbox"/> Hospital	<input type="checkbox"/> Pre-School or Child Care Center
<input type="checkbox"/> Municipality	<input type="checkbox"/> Downtown District	<input type="checkbox"/> Public and/or Private School
<input type="checkbox"/> College or University	<input type="checkbox"/> Local Businesses	<input type="checkbox"/> Community or Youth Center
<input type="checkbox"/> Arts Organization	<input type="checkbox"/> Senior Center	<input type="checkbox"/> Social Services Organization
<input type="checkbox"/> Non-Arts Organization	<input type="checkbox"/> Library	<input type="checkbox"/> Mass Transit/Transportation
<input type="checkbox"/> Local Artists	<input type="checkbox"/> Pedestrians/Cyclists	<input type="checkbox"/> Parks/Green Spaces/Forests

Project Evaluation

Complete the following project evaluation statements using the six (6) point scale.

13. Project Management:

Evaluate project management performance.	Strongly Disagree	Disagree	Somewhat Disagree	Somewhat Agree	Agree	Strongly Agree
	1	2	3	4	5	6
We experienced challenges carrying out the project and were able to overcome those challenges.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The project was modified as a result of community input and/or unexpected challenges.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
We consistently met our deadlines and kept the project on track.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provide a brief narrative to clarify responses. (up to 125 word count)						

14. Artistic Quality:

Evaluate the artistic quality of your project.	Strongly Disagree	Disagree	Somewhat Disagree	Somewhat Agree	Agree	Strongly Agree
	1	2	3	4	5	6
The public artwork was relevant to the community.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The artist(s) engaged were appropriately aligned with the project and the community served.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
We were satisfied with the quality of the work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provide a brief narrative to clarify responses above. (up to 125 word count)						

15. Project Benefit:

Evaluate project benefits.	Strongly Disagree	Disagree	Somewhat Disagree	Somewhat Agree	Agree	Strongly Agree
	1	2	3	4	5	6
We gained new (or expanded) knowledge about the community our project served.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The project helped us to expand our audience and to build a stronger voice within the community served.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The community served by the project has an increased awareness of public art projects.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provide a brief narrative to clarify your responses. (up to 125 word count)						

16. Partnership:

Evaluate the success of your partnership.	Strongly Disagree	Disagree	Somewhat Disagree	Somewhat Agree	Agree	Strongly Agree
	1	2	3	4	5	6
Our partners clearly understood the project goals and their responsibilities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Effective communication was consistent throughout the project.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
We engaged partners who were dedicated and appropriate for the success of the project.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provide a brief narrative to clarify your responses. (up to 125 word count)						

Measuring Outcomes

Grantees must report on each major activity identified in the application.

Activity	Proposed	Revised
	Identify a PROPOSED major project Activity from your application. <i>(narrative – up to 30 word count)</i> Did this activity change during implementation of your project? <input type="checkbox"/> YES <input type="checkbox"/> NO	If YES, enter the REVISED major project Activity conducted during project implementation <i>(narrative – up to 30 word count)</i>
Goal & Outcome	Select the Public Art Goal from the drop down menu Select the Public Art Outcome served from the drop down menu in relation to the goal identified above.	
Indicators	Identify the PROPOSED Indicators identified in your application in relation to your proposed activity <i>(narrative – up to 25 word count)</i> Did this activity change during implementation of your project? <input type="checkbox"/> YES <input type="checkbox"/> NO	If YES, enter the REVISED Indicators observed during project implementation <i>(narrative – up to 50 word count)</i>
Evidence	What evidence did you collect in relation to your proposed activity? <i>(narrative – up to 200 word count)</i> Then answer the following (as applicable to your activity). <i>(narrative - up to 300 word count)</i> <ul style="list-style-type: none">• Based on the evidence reported, assess how the project activity contributed to achieving the Public Art Goal and Outcome you identified.• What was the impact on the community, are they better off because of this project activity?• Did the participants (project artists, partners, etc) benefit from this project activity?• How does the evidence inform current / future projects? List specific changes or adjustments, if any, that you intend to carry out regarding future programs, partnerships, project planning, funding strategies, etc.• Were there any surprises – positive or negative? Explain:	

Credit & Publicity

Credit and Publicity: Explain how DECD/COA was credited for its support.

Provide quotes, photos, videos, or other project documentation that best exemplify your project's successes. Applicants may upload supporting images, videos or audio files.

Financial Report

Budget Narrative: Clarify budget entries and/or any changes greater than +/- 20% to the project's actual income and expenses as compared to the proposed budget submitted with your original application.

Certification

Certification: The Submitter certifies that the information contained in this report and all its attachments are true and correct to the best of his/her knowledge and that all expenditures were incurred solely for the purpose of the grant.